



# Results & Appeals Process

Policy/Procedure creator: Gemma Dawson

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<b>Centre Name</b>	Holy Cross Catholic High School
<b>Centre Number</b>	46905
<b>Date policy first created (dd/mm/yyyy)</b>	13/04/2020
<b>Current policy approved by</b>	Greg Lindley

Key staff involved in the process

<b>Role</b>	<b>Name</b>
Exams officer	Gemma Dawson
Senior leader(s)	Greg Lindley
Head of centre	Ivan Gaughan

## Arrangements for results day

Holy Cross Catholic High School will:

- organise results day, which is Thursday 12 August 2021 for GCSEs and Cambridge Nationals, and inform candidates of the arrangements in place for the collection of/access to their results prior to the Year 11 leavers date
- ensure senior members of school staff are available/accessible to candidates with whom a result/results may be discussed
- prepare information for candidates showing their options if they have concerns about their results
- signpost candidates to relevant Ofqual and/or awarding body information that sets out the options available if they believe their teacher assessed grade was not properly produced, including access to appeal

## Arrangements for appeals

If you believe an error has been made in determining your grade, you will have a right to appeal. There are two stages to the appeals process:

### Stage 1: centre review (internal appeal)

If you don't think you have been issued with the correct grade, you can appeal to school. Holy Cross Catholic High School will review whether:

- an administrative error was made, e.g. we submitted an incorrect grade; we used an incorrect assessment mark when determining your grade.
- procedures were not applied correctly, e.g. we did not follow our Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness.

To help you decide whether to appeal, you can request the following information on results day:

- a copy of our Centre Policy
- the sources of evidence used to determine your grade along with any grades/marks associated with them
- details of any special circumstances that have been taken into account in determining your grade, e.g. access arrangements, mitigating circumstances such as illness

### Stage 2: appeal to the exam board

If you still don't think you have the correct grade after school have completed the review, you can ask school to appeal to the exam board, who will review whether:

- Holy Cross Catholic High School made an unreasonable exercise of academic judgement in the choice of evidence from which they determined your grade and/or in the determination of your grade from that evidence
- the school or college did not apply a procedure correctly, e.g. they did not follow their Centre Policy, did not undertake internal quality assurance, did not take account of access arrangements or mitigating circumstances, such as illness
- the exam board made an administrative error, e.g. they changed your grade during the processing of grades

At both stages of the process you will need to submit your appeal to school and give written consent to conduct the appeal or submit it to the exam board on your behalf. It's important to remember that your grade can go down, up or stay the same through either stage of the process.

## Internal appeals procedure

Holy Cross Catholic High School will:

- inform candidates of the arrangements for appeals prior to the issue of results and the accessibility of senior members of centre staff immediately after the publication of results by issuing this document

- appeal to an awarding body on a candidate's behalf if, following a centre review, it believes the school itself made an error when submitting a teacher assessed grade or if it believes an awarding body made a mistake when issuing a grade
- appeal to an awarding body on a candidate's behalf if, following a centre review, school concludes that the candidate's grade is correct but the candidate does not believe the grade is correct
- ask the candidate to provide written consent before an appeal is submitted to the awarding body as the appeal could result in the final grade being lower than, higher than, or the same as the grade which was originally awarded
- only collect consent after the publication of results.
- where relevant, advise an affected candidate to inform any third party (such as a college) that an appeal has been submitted to an awarding body

An internal appeal should be submitted by:

- completing and submitting an **internal appeals form** to the school by 3 September 2021.

The candidate will be informed of the outcome of the internal appeal within 7 days of the receipt of the appeal.

### **Appeals window**

10 August to end October

- 10 August to 3 September: pupil requests centre review
- 10 August to 10 September: school conducts centre review
- 11 August to 17 September: school submits appeal to exam board

### **Appeals fees**

If the internal appeal is upheld by the centre, resulting in an appeal on the candidate's behalf being submitted to the awarding body:

- awarding body fees which may be charged for an appeal will be paid by the school.
- if the appeal is upheld by the awarding body, this fee will be refunded by the awarding body to the school.

### **Certificates**

Certificates, when received from the awarding body in November 2021, will be issued to candidates. Details on how these will be distributed will follow in due course.